

R277. Education, Administration.

R277-419. Pupil Accounting.

R277-419-1. Authority and Purpose.

(1) This rule is authorized by:

(a) Utah Constitution Article X, Section 3, which vests general control and supervision over public education in the Board;

(b) Section 53A-1-401, which allows the Board to make rules to execute the Board's duties and responsibilities under the Utah Constitution and state law;

(c) Subsection 53A-1-402(1)(e), which directs the Board to establish rules and standards regarding:

(i) cost-effectiveness;

(ii) school budget formats; and

(iii) financial, statistical, and student accounting requirements;

(d) Subsection 53A-1-404(2), which requires a local school board's auditing standards to include financial accounting and student accounting;

(e) Subsection 53A-1-301(3)(d), which requires the Superintendent to present to the Governor and the Legislature data on the funds allocated to LEAs; and

(f) Section 53A-3-404, which requires annual financial reports from all school districts.

(2) The purpose of this rule is to specify pupil accounting procedures used in apportioning and distributing state funds for education.

R277-419-2. Definitions.

(1) "Aggregate Membership" means the sum of all days in membership during a school year for eligible students enrolled in a public school.

(2) "Approved CTE course" means a course approved by the Board within the Career and Technical Education (CTE) Pathways in the eight areas of study.

(3) "Blended learning program" means a program under the direction of an LEA:

(a) where a student learns at least in part:

(i) at a supervised brick and mortar location away from a student's home; and

(ii) through an online delivery; and

(b) that may include some element of student control over time, place, or path, or pace.

(4) "Brick and mortar school" means a traditional school or traditional school building.

(5) "Competency based learning program" means an education program that requires a student to acquire a competency and includes a classroom structure and operation that aid and facilitate the acquisition of specified competencies on an individual basis wherein a student is allowed to master and demonstrate competencies as fast as the student is able.

(6) "Continuing enrollment measurement" means a methodology used to establish a student's continuing membership or enrollment status for purposes of generating membership days.

(7) "Data Clearinghouse" means the electronic data collection system used by the Superintendent to collect information required by law from LEAs about individual students at certain points throughout the school year to support the allocation of funds and accountability reporting.

(8) "Distance learning program" means a program, under the direction of an LEA, in which students receive educational services in a location other than a brick and mortar school, and may include educational services delivered over the internet.

(9) "Early graduation student" means a student who has an early graduation student education plan as described in Rule R277-703.

(10) "Electronic High School" means a rigorous program offering 9-12 grade level courses delivered over the Internet and coordinated by the Superintendent.

(11) "Eligible student" means a student who satisfies the criteria for enrollment in an LEA, set forth in Subsection R277-419-5.

(12) "Enrollment verification data" includes:

(a) a student's birth certificate or other verification of age;

(b) verification of immunization or exemption from immunization form;

(c) proof of Utah public school residency;

(d) family income verification; or

(e) special education program information, including:

(i) an individualized education program;

(ii) a Section 504 accommodation plan; or

(iii) an English learner plan.

(13) “Face-to-face learning program” means a program within an LEA that consists of eligible, enrolled public school students who physically attend school in a brick and mortar school.

(14)(a) “Home school” means the formal instruction of children in their homes instead of in an LEA.

(b) The differences between a home school student and an online student include:

(i) an online student may receive instruction at home, but the student is enrolled in a public school that follows state Core Standards;

(ii) an online student is:

(A) subject to laws and rules governing state and federal mandated tests; and

(B) included in accountability measures;

(iii) an online student receives instruction under the direction of a highly qualified, licensed teacher[s] who ~~are~~is subject to the licensure requirements of ~~[Rule]~~ R277-502 and fingerprint and background checks consistent with ~~[Rules]~~ R277-516 and R277-520;

(iv) instruction delivered in a home school course is not eligible to be claimed in membership of an LEA and does not qualify for funding under the Minimum School Program in Title 53A, Chapter 17a, Minimum School Program Act.

(15) “Home school course” means instruction:

(a) delivered in a home school environment where the curriculum and instruction methods, evaluation of student progress or mastery, and reporting, are provided or administered by the parent, guardian, custodian, or other group of individuals; and

(b) not supervised or directed by an LEA.

(16)(a) “Influenza pandemic” or “pandemic” means a global outbreak of serious illness in people.

(b) ~~[It]~~“Influenza pandemic” or “pandemic” may be caused by a strain of influenza

that most people have no natural immunity to and that is easily spread from person to person.

(17) "ISI-1" means a student who receives 1 to 59 minutes of YIC related services during a typical school day.

(18) "ISI-2" means a student who receives 60 to 179 minutes of YIC related services during a typical school day.

(19)(a) "Membership" means a public school student is on the current roll of a public school class or public school as of a given date[;].

(a)(b) A student is a member of a class or school from the date of entrance at the school and is placed on the current roll until official removal from the class or school due to the student having left the school.

(b)(c) Removal from the roll does not mean that an LEA should delete the student's record, only that the student should no longer be counted in membership.

(20) "Minimum School Program" means the same as that term is defined in Section 53A-17a-103.

(21) "Nontraditional Program" means a program within an LEA that consists of eligible, enrolled public school students where the student receives instruction through a:

- (a) distance learning program;
- (b) online learning program;
- (c) blended learning program; or
- (d) competency based learning program.

(22) "Online learning program" means a program:

- (a) that is under the direction of an LEA; and
- (b) in which students receive educational services primarily over the internet.

(23) "Private school" means an educational institution that:

- (a) is not an LEA;
- (b) is owned or operated by a private person, firm, association, organization, or corporation; and

- (c) is not subject to governance by the Board consistent with the Utah Constitution.

(24) "Program" means a course of instruction within a school that is designed to

accomplish a predetermined curricular objective or set of objectives.

(25) “Resource” means a student who receives 1 to 179 minutes of special education services during a typical school day consistent with the student’s IEP provided for under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. Sec. 1400 et seq., amended in 2004.

(26) “Qualifying school age” means:

(a) a person who is at least five years old and no more than 18 years old on or before September 1;

(b) with respect to special education, a person who is at least three years old and no more than 21 years old on or before September 1;

(3) with respect to YIC, a person who is at least five years old and no more than 21 years old on or before September 1.

(27) “Retained senior” means a student beyond the general compulsory school age who is authorized at the discretion of an LEA to remain in enrollment as a high school senior in the year(s) after the student’s cohort has graduated due to:

(a) sickness;

(b) hospitalization;

(c) pending court investigation or action; or

(d) other extenuating circumstances beyond the control of the student.

(28) “S1” means the record maintained by the Superintendent containing individual student demographic and school membership data in a Data Clearinghouse file.

(29) “S2” means the record maintained by the Superintendent containing individual student data related to participation in a special education program in a Data Clearinghouse file.

(30) “S3” means the record maintained by the Superintendent containing individual student data related to participation in a YIC program in a Data Clearinghouse file.

(31) “School” means an educational entity governed by an LEA that:

(a) is supported with public funds;

(b) includes enrolled or prospectively enrolled full-time students;

(c) employs licensed educators as instructors that provide instruction consistent with

Section R277-502[-5];

(d) has one or more assigned administrators;

(e) is accredited consistent with Section R277-410-3; and

(f) administers required statewide assessments to the school's students.

(32) "School day" means[:

———~~(a)]~~ a minimum of two hours per day per session in kindergarten and a minimum of four hours per day in grades one through twelve, subject to the [following constraints]requirements described in S[ubs]ection [(32)(b)]R277-419-4.

~~[(b)(i) All school day calculations shall exclude lunch periods and pass time between classes but may include recess periods that include organization or instruction from school staff.~~

———~~(ii) Each day that satisfies hourly instruction time shall count as a school day, regardless of the number or length of class periods or whether or not particular classes meet.]~~

(33) "School membership" means membership other than in a special education or YIC program in the context of the Data Clearinghouse.

(34) "School of enrollment" means:

(a) a student's school of record; and

(b) the school that maintains the student's cumulative file, enrollment information, and transcript for purposes of high school graduation.

(35) "School year" means the 12 month period from July 1 through June 30.

(36) "Self-contained" means a public school student with an IEP or YIC, who receives 180 minutes or more of special education or YIC related services during a typical school day.

(37) "Self-Contained Resource Attendance Management (SCRAM)" means a record that tracks the aggregate membership of public school special education students for state funding purposes.

(38) "SSID" means Statewide Student Identifier.

(39) "Unexcused absence" means an absence charged to a student when:

(a) the student was not physically present at school at any of the times attendance

checks were made in accordance with Subsection R277-419-~~4(8)~~6(3); and

(b) the student's absence could not be accounted for by evidence of a legitimate or valid excuse in accordance with local board policy on truancy as defined in Section 53A-11-101.

(40) "Year end upload" means the Data Clearinghouse file due annually by July 15 from LEAs to the Superintendent for the prior school year.

(41) "Youth in ~~[C]~~custody (YIC)" means a person under the age of 21 who is:

(a) in the custody of the Department of Human Services;

(b) in the custody of an equivalent agency of a Native American tribe recognized by the United States Bureau of Indian Affairs and whose custodial parent or legal guardian resides within the state; or

(c) being held in a juvenile detention facility.

R277-419-3. Schools and Programs

(1)(a) The Superintendent shall provide a list to each school detailing the required accountability reports and other state-mandated reports for the school type and grade range.

(b) All schools shall submit a Clearinghouse report to the Superintendent.

(c) All schools shall employ at least one licensed educator and one administrator.

(2)(a) A student who is enrolled in a program is considered a member of a public school.

(b) The Superintendent may not require programs to receive separate accountability and other state-mandated reports.

(c) A student reported under an LEA's program shall be included in the LEA's WPU and student enrollment calculations of the LEA's school of enrollment.

(d) A course taught at a program shall be credited to the appropriate school of enrollment.

(3) A private school or program may not be required to submit data to the Superintendent.

(4) A private school or program may not receive annual accountability reports.

R277-419-4. Minimum School Days~~, LEA Records, and Audits~~.

(1)(a) Except as provided in Subsection (1)(b) and Subsection 53A-17a-103(7), an
LEA shall conduct school for at least 990 instructional hours ~~[and]~~ over a minimum of 180
school days each school year.

(b) an LEA may seek an exception to the number of school days described in
Subsection (1)(a):

(i) except as provided in Subsection (1)(b)(ii), for a whole school or LEA as
described in R277-121;

(ii) for a school closure due to snow, inclement weather, or other emergency as
described in R277-419-12; or

(iii) for an individual student [or school] as [provided for] described in Section R277-
419-11.

(2)(a) An LEA may offer the required school days and hours described in Subsection
(1)(a) at any time during the school year, consistent with the law.

(b) All school day calculations shall exclude lunch periods and pass time between
classes but may include recess periods that include organization or instruction from school
staff.

(c) Each school day that satisfies the minimum hourly instruction time described in
R277-419-2(32), shall count as a school day, regardless of the number or length of class
periods or whether or not particular classes meet.

(3)(a) An LEA shall plan for emergency, activity, and weather-related exigency time
in its annual calendaring.

(b) If school is closed for any reason, the school shall make up the instructional time
missed under the emergency or activity time as part of the minimum required time to
qualify for full Minimum School Program funding.

~~[(3)(a) The Board may waive the school day and hour requirement, following a vote~~
~~of Board members pursuant to a directive from the Utah State Health Department or a local~~
~~health department, that results in the closure of a school in the event of a pandemic or~~
~~other public health emergency.~~

~~—— (b) In the event that the Board is unable to meet in a timely manner, the~~

~~Superintendent may issue a waiver following consultation with a majority of Board members.~~

~~—— (c) A waiver may be for a designated time period, for a specific area, or for a specific LEA in the state, as determined by the health department directive.~~

~~—— (d) A waiver may allow an LEA to continue to receive state funds for pupil services and reimbursements.~~

~~—— (e) A waiver by the Board or Superintendent shall direct an LEA to provide as much notice to students and parents of the suspension of school services, as is reasonably possible.~~

~~—— (f) A waiver shall direct an LEA to comply with health department directives, but to continue to provide any services to students that are not inconsistent with the directive.~~

~~—— (g) The Board may encourage an LEA to provide electronic or distance learning services to affected students for the period of the pandemic or other public health emergency to the extent of personnel and funds available.}]~~

(4) Minimum standards apply to all public schools in all settings unless Utah law or this rule provides for a specific exception.

(5) An LEA's governing board ~~[is encouraged to]~~ shall provide adequate school days and hours in the LEA's yearly calendar to avoid the necessity of requesting a waiver ~~[request]~~ except in the most extreme circumstances.

~~[(6) To determine student membership, an LEA shall ensure that records of daily student attendance are maintained in each school which clearly and accurately show for each student the:~~

~~—— (a) entry date;~~

~~—— (b) exit date;~~

~~—— (c) exit or high school completion status;~~

~~—— (d) whether or not an absence was excused;~~

~~—— (e) disability status (resource or self-contained, if applicable); and~~

~~—— (f) YIC status (ISI-1, ISI-2 or self-contained, if applicable).~~

~~—— (7) An LEA shall ensure that:~~

~~—— (a) computerized or manually produced records for CTE programs are kept by~~

teacher, class, and Classification of Instructional Program (CIP) code; and

~~—— (b) the records described in Subsection (7)(a) clearly and accurately show for each student in a GTE class the:~~

~~—— (i) entry date;~~

~~—— (ii) exit date; and~~

~~—— (iii) excused or unexcused status of absence.~~

~~—— (8) An LEA shall ensure that each school within the LEA completes a minimum of one attendance check each school day.~~

~~—— (9) Due to school activities requiring schedule and program modification during the first days and last days of the school year:~~

~~—— (a) for the first five school days, an LEA may report aggregate days of membership equal to the number recorded for the second five-day period of the school year;~~

~~—— (b) for the last five-day period, an LEA may report aggregate days of membership equal to the number recorded for the immediately preceding five-day period; and~~

~~—— (c) schools shall continue instructional activities throughout required calendared instruction days.~~

~~—— (10) An LEA shall employ an independent auditor, under contract, to:~~

~~—— (a) annually audit student accounting records; and~~

~~—— (b) report the findings of the audit to:~~

~~—— (i) the LEA board; and~~

~~—— (ii) the Finance and Statistics Section of the Board.~~

~~—— (11) Reporting dates, forms, and procedures are found in the State of Utah Legal Compliance Audit Guide, provided to LEAs by the Superintendent in cooperation with the State Auditor's Office and published under the heading of APP-C-5.~~

~~—— (12) The Superintendent:~~

~~—— (a) shall review each LEA's student membership and fall enrollment audits as they relate to the allocation of state funds in accordance with the policies and procedures established in Sections R277-484-7 and 8; and~~

~~—— (b) may periodically or for cause review LEA records and practices for compliance with the laws and this rule.]~~

(6)(a) In addition to the allowance to use up to 32 instructional hours or four school days for professional learning described in Subsection 53A-17a-103(7), to provide planning and professional development time for staff, an LEA may hold school longer some days of the week and shorter other days so long as minimum school day requirements, as provided for in this R277-419-4 and Subsection R277-419-2(32), are satisfied.

(b) A school may conduct parent-teacher and student Plan for College and Career Readiness conferences during the school day.

(c) Parent-teacher and college and career readiness conferences may only be held for a total of the equivalent of three full school days or a maximum of 16.5 hours for the school year.

(d) Student membership for professional development or parent-teacher conference days shall be counted as that of the previous school day.

(e) An LEA may designate no more than a total of 12 instructional days at the beginning of the school year, at the end of the school year, or both for the assessment of students entering or completing kindergarten.

(f) If instruction days are designated for kindergarten assessment:

(i) an LEA shall designate the days in an open meeting;

(ii) an LEA shall provide adequate notice and explanation to kindergarten parents well in advance of the assessment period;

(iii) qualified school employees shall conduct the assessment consistent with Section 53A-3-410; and

(iv) assessment time per student shall be adequate to justify the forfeited instruction time.

(g) The final decision and approval regarding planning time, parent-teacher and SEP conferences rests with an LEA, consistent with Utah law and Board administrative rules.

(h) Total instructional time and school calendars shall be approved by an LEA in an open meeting.

R277-419-5. Student Membership Eligibility and Continuing Enrollment

Measurements.

(1) A student may enroll in two or more LEAs at the discretion of the LEAs.

(2) A kindergarten student may only enroll in one LEA at a time.

(3) In order to generate membership for funding through the Minimum School Program for any clock hour of instruction on any school day, an LEA shall ensure that a student being counted by the LEA in membership:

(a) has not previously earned a basic high school diploma or certificate of completion;

(b) has not been enrolled in a YIC program with a YIC time code other than ISI-1 or ISI-2;

(c) does not have unexcused absences, which are determined using one of the continuing enrollment measurements described in Subsection (4);

(d) is a resident of Utah as defined under Sections 53A-2-201 through 213;

(e) is of qualifying school age or is a retained senior;

(f)(i) is expected to attend a regular learning facility operated or recognized by an LEA on each regularly scheduled school day, if enrolled in a face-to-face learning program;

(ii) has direct instructional contact with a licensed educator provided by an LEA at:

(A) an LEA-sponsored center for tutorial assistance; or

(B) the student's place of residence or convalescence for at least 120 minutes each week during an expected period of absence, if physically excused from such a facility for an extended period of time, due to:

(i) injury;

(II) illness;

(III) surgery;

(IV) suspension;

(V) pregnancy;

(VI) pending court investigation or action; or

(VII) an LEA determination that home instruction is necessary;

(iii) is enrolled in an approved CTE course(s) on the campus of another state funded institution where such a course is:

- 358 (A) not offered at the student's school of membership;
- 359 (B) being used to meet Board-approved CTE graduation requirements under
- 360 Subsection R277-700-6(14); and
- 361 (C) a course consistent with the student's SEOP/Plan for College and Career
- 362 Readiness; or
- 363 (iv) is enrolled in a nontraditional program under the direction of an LEA, other than
- 364 the Utah Electronic High School, that:
- 365 (A) is consistent with the student's SEOP/Plan for College and Career Readiness;
- 366 (B) has been approved by the student's counselor; and
- 367 (C) includes regular instruction or facilitation by a designated employee of an LEA.
- 368 (4) An LEA shall use one of the following continuing enrollment measures:
- 369 (a) For a student primarily enrolled in a face-to-face learning program, the LEA may
- 370 not count a student as an eligible student if the eligible student has unexcused absences
- 371 during all of the prior ten consecutive school days.
- 372 (b) For a student enrolled in a nontraditional program, an LEA shall:
- 373 (i) adopt a written policy that designates a continuing enrollment measurement to
- 374 document the continuing membership or enrollment status for each student enrolled in the
- 375 nontraditional program consistent with Subsection (3)(c);
- 376 (ii) document each student's continued enrollment status in compliance with the
- 377 continuing enrollment policy at least once every ten consecutive school days; and
- 378 (iii) appropriately adjust and update student membership records in the student
- 379 information system for students that did not meet the continuing enrollment measurement,
- 380 consistent with Subsection (3)(c).
- 381 (5) The continuing enrollment measurement described in Subsection (4)(b) may
- 382 include some or all of the following components, in addition to other components, as
- 383 determined by an LEA:
- 384 (a) a minimum student login or teacher contact requirement;
- 385 (b) required periodic contact with a licensed educator;
- 386 (c) a minimum hourly requirement, per day or week, when students are engaged in
- 387 course work; or

(d) required timelines for a student to provide or demonstrate completed assignments, coursework or progress toward academic goals.

(6) For a student enrolled in both face-to-face and nontraditional programs, an LEA shall measure a student's continuing enrollment status using the methodology for the program in which the student earns the majority of their membership days.

(7)(a) An LEA desiring to generate membership for student enrollment in courses outlined in Subsection (3)(f)(iii), or to seek a waiver from a requirement(s) in Subsection (3)(f)(iii), shall submit an application for course approval by April 1 of the year prior to which the membership will be counted.

(b) An LEA shall be notified within 30 days of the application deadline if courses have been approved.

R277-419-6. Student Membership Calculations.

(1)(a) Except as provided in Subsection (1)(b) or (1)(c), a student enrolled in only one LEA during a school year is eligible for no more than 180 days of regular membership per school year.

(b) An early graduation student may be counted for more than 180 days of regular membership in accordance with the student's early graduation student education plan.

(c) A student transferring within an LEA to or from a year-round school is eligible for no more than 205 days of regular membership per school year.

(2)(a) Except as provided in Subsection (2)(b), (2)(c), or (2)(d), a student enrolled in two or more LEAs during a school year is eligible for no more than 180 days of regular membership per school year.

(b) A student transferring to or from an LEA with a schedule approved under Subsection R277-419-4(1)(b) is eligible for no more than 220 days of regular membership per school year.

(c) A student transferring to or from an LEA where the student attended or will attend a year-round school is eligible for no more than 205 days of regular membership per school year.

(d) If the exceptions in Subsections (2)(b) and (2)(c) do not apply but a student

transfers from one LEA to another at least one time during the school year, the student is eligible for regular membership in an amount not to exceed the sum of:

(i) 170 days; plus

(ii) 10 days multiplied by the number of LEAs the student attended during the school year.

(3) If a student is enrolled in two or more LEAs during a school year and the aggregate regular membership generated for the student between all LEAs exceeds the amount allowed under Subsection (2), the Superintendent shall apportion the days of regular membership allowed between the LEAs.

(4) If a student was enrolled for only part of the school day or only part of the school year, an LEA shall prorate the student's membership according to the number of hours, periods or credits for which the student actually was enrolled in relation to the number of hours, periods or credits for which a full-time student normally would have been enrolled.

For example:

(a) If the student was enrolled for 4 periods each day in a 7 period school day for all 180 school days, the student's aggregate membership would be $\frac{4}{7}$ of 180 days or 103 days.

(b) If the student was enrolled for 7 periods each day in a 7 period school day for 103 school days, the student's membership would also be 103 days.

(5) For students in grades 2 through 12, an LEA shall calculate the days in membership using a method equivalent to the following: total clock hours of instruction for which the student was enrolled during the school year divided by 990 hours and then multiplied by 180 days and finally rounded up to the nearest whole day. For example, if a student was enrolled for only 900 hours during the school year, the student's aggregate membership would be $(900/990)*180$, and the LEA would report 164 days.

(6) For students in grade 1, an LEA shall adjust the first term of the formula to use 810 hours as the denominator.

(7) For students in kindergarten, an LEA shall adjust the first term of the formula to use 450 hours as the denominator.

(8) The sum of regular plus self-contained special education and self-contained YIC

membership days may not exceed 180 days.

(9) The sum of regular and resource special education membership days may not exceed 360 days.

(10) The sum of regular, ISI-1 and ISI-2 YIC membership days may not exceed 360 days.

(11) An LEA may also count a student in membership for the equivalent in hours of up to:

(a) one period each school day, if the student has been:

(i) released by the school, upon a parent or guardian's request, during the school day for religious instruction or individual learning activity consistent with the student's SEOP/Plan for College and Career Readiness; or

(ii) participating in one or more extracurricular activities under Rule R277-438, but has otherwise been exempted from school attendance under Section 53A-11-102 for home schooling;

(b) two periods each school day per student for time spent in bus travel during the regular school day to and from another state-funded institution, if the student is enrolled in CTE instruction consistent with the student's SEOP/Plan for College and Career Readiness;

(c) all periods each school day, if the student is enrolled in:

(i) a concurrent enrollment program that satisfies all the criteria of Rule R277-713;

(ii) a private school without religious affiliation under a contract initiated by an LEA to provide special education services which directs that the instruction be paid by public funds if the contract with the private school is approved by an LEA board in an open meeting;

(iii) a foreign exchange student program under Subsection 53A-2-206(8);

(iv) Electronic High School courses for credit which meet curriculum requirements, consistent with the student's SEOP/Plan for College and Career Readiness and following written school counselor approval; or

(v) a school operated by an LEA under a Utah Schools for the Deaf and the Blind IEP provided that:

(A) the student may only be counted in S1 membership and may not have an S2 record; and

(B) the S2 record for the student is submitted by the Utah Schools for the Deaf and the Blind.

R277-419-7. Calculations for a First Year Charter School.

(1) For the first operational year of a charter school or a new satellite campus, the Superintendent shall determine the charter school's WPU funding based on October 1 counts.

(2) For the second operational year of a charter school or a new satellite campus, the Superintendent shall determine the charter school's WPU funding based on Section 53A-17a-106.

R277-419-8. Reporting Requirements, LEA Records, and Audits.

(1) An LEA shall report aggregate membership for each student via the School Membership field in the S1 record and special education membership in the SCRAM Membership field in the S2 record and YIC membership in the S3 record of the Year End upload of the Data Clearinghouse file.

(2) In the Data Clearinghouse, aggregate membership is calculated in days of membership.

(3) To determine student membership, an LEA shall ensure that records of daily student attendance are maintained in each school which clearly and accurately show for each student the:

(a) entry date;

(b) exit date;

(c) exit or high school completion status;

(d) whether or not an absence was excused;

(e) disability status (resource or self-contained, if applicable); and

(f) YIC status (ISI-1, ISI-2 or self-contained, if applicable).

(4) An LEA shall ensure that:

(a) computerized or manually produced records for CTE programs are kept by teacher, class, and classification of instructional program (CIP) code; and

(b) the records described in Subsection (4)(a) clearly and accurately show for each student in a CTE class the:

(i) entry date;

(ii) exit date; and

(iii) excused or unexcused status of absence.

(5) An LEA shall ensure that each school within the LEA completes a minimum of one attendance check each school day.

(6) Due to school activities requiring schedule and program modification during the first days and last days of the school year:

(a) for the first five school days, an LEA may report aggregate days of membership equal to the number recorded for the second five-day period of the school year;

(b) for the last five-day period, an LEA may report aggregate days of membership equal to the number recorded for the immediately preceding five-day period; and

(c) schools shall continue instructional activities throughout required calendared instruction days.

(7) An LEA shall employ an independent auditor, under contract, to:

(a) annually audit student accounting records; and

(b) report the findings of the audit to:

(i) the LEA board; and

(ii) the Financial Operations Section of the Board.

(8) Reporting dates, forms, and procedures are found in the State of Utah Legal Compliance Audit Guide, provided to LEAs by the Superintendent in cooperation with the State Auditor's Office.

(9) The Superintendent:

(a) shall review each LEA's student membership and fall enrollment audits as they relate to the allocation of state funds in accordance with the policies and procedures established in Sections R277-484-7 and 8; and

(b) may periodically or for cause review LEA records and practices for compliance

535 with the laws and this rule.

536 **R277-419-9. High School Completion Status.**

537 (1) An LEA shall account for the final status of all students who enter high school
538 (grades 9-12) whether they graduate or leave high school for other reasons, using the
539 following decision rules to indicate the high school completion or exit status of each student
540 who leaves the Utah public education system:

541 (a) graduates are students who earn a basic high school diploma by satisfying one
542 of the options consistent with Subsection R277-705-4(2) or out-of-school youths of school
543 age who complete adult education secondary diploma requirements consistent with R277-
544 733;

545 (b) completers are students who have not satisfied Utah's requirements for
546 graduation but who:

547 (i) are in membership in twelfth grade on the last day of the school year; and

548 (ii)(A) meet any additional criteria established by an LEA consistent with its authority
549 under Section R277-705-4;

550 (B) meet any criteria established for special education students under Utah State
551 Board of Education Special Education Rules, Revised, June 2016, and available at:
552 <http://www.schools.utah.gov/sars/Laws.aspx> and the Utah State Board of Education;

553 (C) meet any criteria established for special education students under Subsection
554 R277-700-8(5); or

555 (D) pass a General Educational Development (GED) test with a designated score;

556 (c) continuing students are students who:

557 (i) transfer to higher education, without first obtaining a diploma;

558 (ii) transfer to the Utah Center for Assistive Technology without first obtaining a
559 diploma; or

560 (iii) age out of special education;

561 (d) dropouts are students who:

562 (i) leave school with no legitimate reason for departure or absence;

563 (ii) withdraw due to a situation so serious that educational services cannot be

continued even under the conditions of Subsection R277-419-5(3)(f)(ii);

- (iii) are expelled and do not re-enroll in another public education institution; or
- (iv) transfer to adult education;

(e) an LEA shall exclude a student from the cohort calculation if the student:

- (i) transfers out of state, out of the country, to a private school, or to home schooling;
- (ii) is a U.S. citizen who enrolls in another country as a foreign exchange student;
- (iii) is a non-U.S. citizen who enrolls in a Utah public school as a foreign exchange student under Section 53A-2-206 in which case the student shall be identified by resident status (J for those with a J-1 visa, F for all others), not by an exit code;
- (iv) dies; or
- (v) beginning with the 2015-2016 school year, is attending an LEA that is not the student's school of enrollment.

(2)(a) An LEA shall report the high school completion status or exit code of each student to the Superintendent as specified in Data Clearinghouse documentation.

(b) High School completion status or exit codes for each student are due to the Superintendent by year end upload for processing and auditing.

(c) Except as provided in Subsection (2)(d), an LEA shall submit any further updates of completion status or exit codes by October 1 following the end of a student's graduating cohort pursuant to Section R277-484-3.

(d) An LEA with an alternative school year schedule where all of the students have an extended break in a season other than summer, shall submit the LEA's data by the next complete data submission update, following the LEA's extended break, as defined in Section R277-484-3.

(3)(a) The Superintendent shall report a graduation rate for each school, LEA, and the state.

(b) The Superintendent shall calculate the graduation rates in accordance with applicable federal law.

(c) The Superintendent shall include a student in a school's graduation rate if:

- (i) the school was the last school the student attended before the student's expected

graduation date; and

(ii) the student does not meet any exclusion rules as stated in Subsection (1)(e).

(d) The last school a student attended will be determined by the student's exit dates as reported to the Data Clearinghouse.

(e) A student's graduation status will be attributed to the school attended in their final cohort year.

(f) If a student attended two or more schools during the student's final cohort year, a tie-breaking logic to select the single school will be used in the following hierarchical order of sequence:

(i) school with an attached graduation status for the final cohort year;

(ii) school with the latest exit date;

(iii) school with the earliest entry date;

(iv) school with the highest total membership;

(v) school of choice;

(vi) school with highest attendance; or

(vii) school with highest cumulative GPA.

(g) The Superintendent shall report the four-year cohort rate on the annual state reports.

R277-419-10. Student Identification and Tracking.

(1)(a) Pursuant to Section 53A-1-603.5, an LEA shall:

(i) use the SSID system maintained by the Superintendent to assign every student enrolled in a program under the direction of the Board or in a program or a school that is supported by public school funding a unique student identifier; and

(ii) display the SSID on student transcripts exchanged with LEAs and Utah public institutions of higher education.

(b) The unique student identifier:

(i) shall be assigned to a student upon enrollment into a public school program or a public school-funded program;

(ii) may not be the student's social security number or contain any personally

identifiable information about the student.

(2) An LEA shall require all students to provide their legal first, middle, and last names at the time of registration to ensure that the correct SSID follows students who transfer among LEAs.

(a) A school shall transcribe the names from the student's birth certificate or other reliable proof of the student's identity and age, consistent with Section 53A-11-503;

(b) The direct transcription of student names from birth certificates or other reliable proof of student identity and age shall be the student's legal name for purposes of maintaining school records; and

(c) An LEA may modify the order of student names, provide for nicknames, or allow for different surnames, consistent with court documents or parent preferences, so long as legal names are maintained on student records and used in transmitting student information to the Superintendent.

(3) The Superintendent and LEAs shall track students and maintain data using students' legal names.

(4) If there is a compelling need to protect a student by using an alias, an LEA should exercise discretion in recording the name of the student.

(5) An LEA is responsible to verify the accuracy and validity of enrollment verification data, prior to enrolling students in the LEA, and provide students and their parents with notification of enrollment in a public school.

(6) An LEA shall ensure enrollment verification data is collected, transmitted, and stored consistent with sound data policies, established by the LEA as required in Rule R277-487.

R277-419-11. ~~[Variances]~~Exceptions.

(1)(a) An LEA may, at its discretion, make an exception for school attendance for a public school student, in the length of the school day or year, for a student with compelling circumstances.

(b) The time an excepted student is required to attend school shall be established by the student's IEP or [SEOP/]Plan for College and Career Readiness.

~~[(2)(a) An LEA shall plan for emergency, activity, and weather-related exigency time in its annual calendaring.~~

~~—— (b) If school is closed for any reason, the school shall make up the instructional time missed under the emergency/activity time as part of the minimum required time to qualify for full Minimum School Program funding.~~

~~—— (3)(a) To provide planning and professional development time for staff, an LEA may hold school longer some days of the week and shorter other days so long as minimum school day requirements, as provided for in Subsection R277-419-2(32), are satisfied.~~

~~—— (b) A school may conduct parent-teacher and Student Education Plan (SEP) conferences during the school day.~~

~~—— (c) Parent-teacher and SEP conferences may only be held for a total of the equivalent of three full school days or a maximum of 16.5 hours for the school year.~~

~~—— (d) Student membership for professional development or parent-teacher conference days shall be counted as that of the previous school day.~~

~~—— (e) An LEA may designate no more than 12 instructional days at the beginning of the school year, at the end of the school year, or both for the assessment of students entering or completing kindergarten.~~

~~—— (f) If instruction days are designated for kindergarten assessment:~~

~~—— (i) an LEA shall designate the days in an open meeting;~~

~~—— (ii) an LEA shall provide adequate notice and explanation to kindergarten parents well in advance of the assessment period;~~

~~—— (iii) qualified school employees shall conduct the assessment consistent with Section 53A-3-410; and~~

~~—— (iv) assessment time per student shall be adequate to justify the forfeited instruction time.~~

~~—— (g) The final decision and approval regarding planning time, parent-teacher and SEP conferences rests with an LEA, consistent with Utah law and Board administrative rules.~~

~~—— (h) Total instructional time and school calendars shall be approved by an LEA in an open meeting.]~~

682 ([4]2) A school using a modified 45-day/15-day year round schedule initiated prior
683 to July 1, 1995 shall be considered to be in compliance with this rule if the school's
684 schedule includes a minimum of 990 hours of instruction time in a minimum of 172 days.

685 **R277-419-12. Snow, Inclement Weather, or Other Emergency School Closure Days.**

686 (1) An LEA may seek a waiver directly from the Superintendent from the 180 day
687 requirement described in Subsection R277-419-4(1) if:

688 (a) the LEA closes a school for one school day due to excessive snow, inclement
689 weather, or an other emergency; and

690 (b) the school closure will result in the LEA not meeting the 180 day requirement
691 described in Section R277-419-4.

692 (2) The Superintendent may grant up to one waiver, per school year, per school,
693 for the school to close due to excessive snow, inclement weather, or other emergency
694 without Board approval.

695 (3) If the Superintendent denies an LEA's request described in Subsection (1), the
696 LEA may appeal the Superintendent's decision by making the request of the full Board.

697 (4) If an LEA seeks a waiver for two or more school days due to excessive snow,
698 inclement weather, or other emergency, the LEA shall seek the waiver pursuant to the
699 procedures described in R277-121.

700 (5)(a) An LEA may request the Board to waive the school day and hour requirement
701 pursuant to a directive from the Utah State Health Department or a local health
702 department, that results in the closure of a school in the event of a pandemic or other
703 public health emergency.

704 (b) A waiver described in this Subsection (5) may be for a designated time period,
705 for a specific area, or for a specific LEA in the state, as determined by the health
706 department directive.

707 (c) A waiver may allow an LEA to continue to receive state funds for pupil services
708 and reimbursements.

709 (d) A waiver granted by the Board or Superintendent as described in this Subsection
710 (5) shall direct an LEA to provide as much notice to students and parents of the

711 suspension of school services, as is reasonably possible.

712 (e) A waiver granted shall direct an LEA to comply with health department directives,
713 but to continue to provide any services to students that are not inconsistent with the
714 directive.

715 (f) The Board may encourage an LEA to provide electronic or distance learning
716 services to affected students for the period of the pandemic or other public health
717 emergency to the extent of personnel and funds available.

718 **KEY: education finance, school enrollment, pupil accounting**

719 **Date of Enactment or Last Substantive Amendment: [~~October 11, 2016~~2017**

720 **Notice of Continuation: August 14, 2017**

721 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53A-1-401; 53A-17a-**
722 **103(7); 53A-1-402(1)(e); 53A-1-404(2); 53A-1-301(3)(d); 53A-3-404[; ~~53A-3-410~~]**